

**City of Poplarville
Job Vacancy Announcement
Police Department**

Position Title: Police Officer (Full-Time)

Board Order Authorizing Job Posting: September 28, 2023

Closing Date: Open Until Filled

Duties: Must be capable of performing all duties assigned by the Chief of Police, including but not limited to the following: Traffic enforcement and control, criminal investigations, enforcement of all City ordinances, and any additional duties assigned by the Chief of Police. Deter crimes and assure community through high-visibility policing, Patrol assigned areas and monitor activities to protect people/property, Investigate crimes and apprehend suspected law violators, Observe and respond to various situations or emergencies, Follow rules, guidelines, policies and protocols, Gather evidence and ensure successful prosecutions, Produce internal reports and provide feedback on case status, Deal with case paperwork and administrative procedures, Foster good public relationships and liaise with community groups or individuals, Coordinate operations with other emergency services, Attend and provide evidence and testimony in court, Perform any other duties assigned by the Chief of Police.

Qualifications: Applicants must be 21 years of age or older and be a resident of the State of Mississippi, and; A High School Diploma or GED notarized by issuing institution or school board is required. Correspondence or mail-order high school diplomas are not accepted. Advanced academic education completion from an accredited institution in related areas such as criminal justice is recommended, but not required. It would be advantageous for individuals considered to possess average to above average computer skills, to include the use of Microsoft Office Suite and the use of email, and law enforcement software. A Minimum of three years' experience in policing with progressive responsibilities is desired. An awareness of federal and state laws and knowledge of court and law enforcement operations is desired. Candidates must have the capability to interact with other City employees and individuals in a professional and cordial manner, as the situation warrants. Applicant must be capable of being bonded.

Compensation: Compensation will be at the rate of \$18.31 per hour.

Background Checks: A criminal background check will be conducted. A department of motor vehicles background check will be conducted to verify that the City's insurance carrier can insure applicant. Applicant must have current Mississippi driver's license.

How to Apply: Resume with a completed application must be submitted to City Hall, City of Poplarville, 200 Highway 26 East, Poplarville, MS 39470. Applications may be obtained from the City Clerk, (601) 795-8161.

Following an offer of employment and prior to starting work, an individual must have a pre-employment physical examination and drug test performed by a physician designated by the City. The examination will be paid for by the City.

The City is not required to interview applicants not meeting the basic requirements for the position. The granting of an interview is **not** to be considered an offer of employment.

The City of Poplarville considers applicants for all positions without regard to: race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City of Poplarville is a "Drug-Free Workplace" and a "Smoke-Free Workplace."